

PART IV – REPRESENTATIONS AND INSTRUCTIONS**SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES
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L.1 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Offerors are cautioned that the listed provisions may include blocks that must be completed by Offerors and submitted with the quotation or offer. In lieu of submitting the full text of these provisions, Offerors may identify the provision by paragraph identifier and provide the appropriate information with the quotation or offer.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER I) CLAUSES

<u>NUMBER</u>	<u>TITLE</u>	<u>DATE</u>
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	OCT 2003
52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	FEB 2000
52.214-35	SUBMISSION OF OFFERS IN U.S. CURRENCY	FEB 2000
52.215-16	FACILITIES CAPITAL COST OF MONEY	OCT 1997
52.215-1	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION – WITH ALTERNATIVE I	OCT 1997
52.222-24	PRE-AWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW	FEB 1999
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES	FEB 1993
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME	OCT 1997

L.2 FAR 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

- a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.
- b) The use in this solicitation or contract of any Commerce Acquisition Regulation provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

L.3 CAR 1352.252-71 REGULATORY NOTICE (MAR 2000)

Offerors are advised that certain provisions and clauses identified with a Commerce Acquisition Regulation (CAR) notation for identification purposes have not yet been binding for this acquisition and will be contained in the CAR at Part 13 of Title 48 of the Code of Federal Regulations.

L.4 CAR 1352.215-73 INQUIRIES (MAR 2000)

Offerors must submit all questions concerning this solicitation in writing via the website at <http://www.census.gov/procur/www/dads2/index.html>. Questions must be received no later than March 14, 2006. All responses to the questions will be made in writing and included in an amendment to the solicitation.

L.5 CAR 1352.233-71 SERVICE OF PROTESTS (MAR 2000)

An agency protest may be filed with either (1) the Contracting Officer or (2) at a level above the Contracting Officer, with the agency Protest Decision Authority. See 64 Fed. Reg. 16,651 (April 6, 1999) for the procedures for filing agency protests at the level above the Contracting Officer (with the Protest Decision Authority).

Agency protests filed with the Contracting Officer **shall** be sent to the following address:

Contracting Officer
U.S. Census Bureau
Acquisition Division
Room G-314, FB 3, Stop 1700
Washington, DC 20233

If a protest is filed with either the Protest Decision Authority or with the Government Accountability Office (GAO), a complete copy of the protest (including all attachments) **shall** be served upon the Contracting Officer and Contract Law Division of the Office of the General Counsel within one day of filing with the Protest Decision Authority or with GAO. Service upon the Contract Law Division **shall** be made as follows:

U.S. Department of Commerce
Office of the General Counsel
Contract Law Division – Room 5893
Herbert C. Hoover Building
14th Street and Constitution Avenue, NW
Washington, DC 20230
Attn: Amy Crotts, Esquire

L.6 TYPE OF CONTRACT

TBD

L.7 COMPETITIVE RANGE

The Census Bureau intends to evaluate proposals and award a contract after conducting discussions with the Offerors whose proposals are determined to be within the competitive range. Proposals considered within the competitive range are those that the Contracting Officer considers the most highly rated, or if the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceed the number at which an efficient competition can be conducted, the Contracting Officer will limit the number of proposals in the competitive range.

L.8 EVALUATION SUPPORT

Offerors are advised that the Government may utilize outside Contractors and/or Consultants to assist in the evaluation of proposals. These outside Contractors will have access to any and all information contained in the Offeror's proposal, and will be subject to appropriate conflict of interest standards and confidentiality restrictions.

L.9 SUBMISSION OF OFFERS

Offerors **shall** submit to the address below, its proposal materials by 3:00 p.m. Eastern Time in accordance with the dates specified in Section L.14. Offers received at this destination after the time and date specified for receipt **shall** be considered non-compliant.

- a) **MARKINGS:** It is important that the offer is sealed and the outer envelope or wrapping of the offer is addressed as follows:

Mailing Address: U.S. Census Bureau
Attn: Michael L. Palensky

Room G-314, FB 3, Stop 1700
Washington, DC 20233

Solicitation No.: YAXXXXXXXX

(NOTE: Failure to mark the outer cover could cause the offer to be misdirected and received too late at the required destination.)

- b) Offers **shall** be mailed or hand-carried to the office cited above and also cited in SF 33, block 7.
- c) If sent via FedEx, UPS or similar delivery services, offers must be delivered to the physical address below by the time and date specified in L.9 above.

Physical address: U.S. Census Bureau
Attn: Michael L. Palensky
4700 Silver Hill Road
Room G-314, FB 3, Stop 1700
Suitland, MD 20746

L.10 AMENDMENTS TO PROPOSAL

Any changes to a proposal made by an Offeror after its initial submission **shall** be submitted following the same instructions in this section for the appropriate volume to the following address:

Mailing Address: U.S. Census Bureau
Attn: Michael L. Palensky
Room G-314, FB 3, Stop 1700
Washington, DC 20233

Physical address: U.S. Census Bureau
Attn: Michael L. Palensky
4700 Silver Hill Road
Room G-314, FB 3, Stop 1700
Suitland, MD 20746

Changes **shall** be described in summary format and the changes/replacement pages **shall** be clearly identifiable. Changes from the original page **shall** be indicated on the outside margin by vertical lines adjacent to the change. Offerors **shall** include the date of the amendment at the bottom of the changed pages

L.11 ACCEPTANCE OF PROPOSALS

Regarding acceptance of proposals:

- a) The Government reserves the right to consider as acceptable only those proposals submitted according to all technical requirements stated or referenced in this solicitation that demonstrate an understanding of the problems involved and the scope of the project.
- b) Alternate proposals will not be evaluated.

L.12 RESERVED**L.13 PRIME CONTRACTOR RESPONSIBILITIES**

The selected Offeror **shall** be held responsible as the Prime Contractor for the procurement of all services and supplies required under this contract. The selected Offeror **shall** also be held responsible by the Government for performance of all Contractor obligations under any contract and subcontract(s) resulting from their proposal. The Government will render all payments due for services performed solely to the Prime Contractor.

L.14 ANTICIPATED AWARD DATE AND MILESTONE SCHEDULE

The anticipated contract award date is on or about August 28, 2006, but may be earlier or later than this date. The anticipated effective date of the contract will be October 1, 2006. The Government is not obligated to award the contract on this date.

Milestones for submission of proposals and evaluation are as follows:

Issue Request for Proposal: *February 27, 2006*
Questions Related to the SOLICITATION Due: *March 14, 2006*
Technical and Cost Proposals Due: *April 17, 2006*
Oral Presentations/Discussions: *June 12-23, 2006*
Request for Final Revisions: *June 30, 2006*
Final Proposal Revisions Due: *July 14, 2006*
Contract Award: *August 28, 2006*

L.15 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE FOR SUBCONTRACTORS

- a) In accordance with FAR provision 52.219-1, entitled "SMALL BUSINESS PROGRAM REPRESENTATION," the NAICS code for this solicitation is 541512, "Computer Systems Design Services" that has an associated size standard of \$21,000,000.
- b) Subcontracted work need not be classified as NAICS Code 541512. It should be classified under the NAICS Code that is appropriate for the work.

L.16 PROPOSAL INSTRUCTIONS

- a) Offerors **shall** submit a six-volume written proposal in accordance with Section L.9 -Submission of Offers.
- b) Offerors, if requested, **shall** deliver an Oral Presentation. Failure to present an Oral Presentation, if requested, **shall** render the entire proposal as non-responsive.
- c) Offerors **shall** submit only the information required by this Section L. Marketing literature, marketing or product videos, catalogs, manuals, product literature, or other extraneous information, either electronic or hard copy, provided with the proposal will not be reviewed or utilized in the evaluation.
- d) Any questions related to the solicitation **shall** be submitted via email directly to the Census Bureau via the Acquisition website at <http://www.census.gov/procur/www/dads2/index.html> by March 14, 2006.

L.16.1 Guidance on Plans and Approaches

It is the Government's intent to promote a successful transition of responsibilities from the incumbent by providing a period for transition planning and, to that end, has made a distinction, in this solicitation, between plans and approaches. Plans are the specific resources, schedules, and activities the Offeror proposes to accomplish the work of the DADS Program as described in the Section C – Performance Work Statement. The Offeror's plans shall address the requirements of the Program. Approaches are the ideas, methods, processes, and the assumptions the Offeror makes and proposes to deal with the challenges of the DADS Program. The Offeror's approaches shall be indicative of the Offeror's mature technical and management processes and reflect the Offeror's understanding of the DADS Program. The Government believes that the preparation of approaches in response to this solicitation should be less burdensome than the preparation of plans.

This distinction between plans and approaches shall be applied to all volumes of the Offeror's proposals.

L.16.2 Written Proposal Organization

The following table summarizes the written proposal organization requirements. All items listed in this table are due on April 17, 2006.

Table L.16.2-1 Proposal Organization Requirements

Proposal Volume	Copies	Sections	Maximum Pages and Special Instructions
Volume I: Technical Approach	One (1) original, and fifteen (15) hard copies	Section 1: Business Operations – Tabulation Section 2: Business Operations – Dissemination Section 3: DADS Requirements Management Section 4: System Life Cycle Management Section 5: Systems Engineering and Architecture Section 6: Security	150 pages Each Plan identified in Section C.4 and required with the Offeror's proposal shall not exceed 20-pages and be submitted as an appendix to this volume. The plans are not included in the 150 pages of this volume. Each Approach identified in Section C.4 and required with the Offeror's proposal shall be incorporated within the 150-page limit of this volume. These Approaches shall support the Offeror's methodology described in the appropriate section of this volume.

Proposal Volume	Copies	Sections	Maximum Pages and Special Instructions
Volume II: Similar Experience and Past Performance	One (1) original and fifteen (15) hard copies	Section 1: Similar Experience Project References	The Similar Experience Template (Attachment L.1) shall be used to cite up to ten (10) project references. The submission for each project cited shall not exceed three (3) pages.
		Section 2: Past Performance References	<p>The Offeror shall mail the Past Performance Questionnaire (Attachment L.2) directly to the references.</p> <p>The Offeror shall cite up to ten (10) projects for Past Performance. These projects can be the same or different from the similar experience projects.</p> <p>In the proposal, provide the list of references with complete contact information. No page limitation.</p>

Proposal Volume	Copies	Sections	Maximum Pages and Special Instructions
Volume III: Program Management	One (1) original, and fifteen (15) hard copies	Section 1 – Description of Program Management	<p>50 pages</p> <p>Each Plan identified in Section C.5 and required with the Offeror’s proposal shall not exceed 20-pages and be submitted as an appendix to this volume. The plans are not included in the 50 pages of this volume.</p> <p>Each Approach identified in Section C.5 and required with the Offeror’s proposal shall be incorporated within the 50-page limit for this volume. These Approaches shall support the Offeror’s methodology described in this volume.</p> <p>Exception: CWBS, Project Schedule, Organizational Breakdown Structure, and Responsibility Assignment Matrix are not included in the 50-page limit.</p>
		Section 2 – Program Management Approaches and Plans	<p>Each Approach or Plan identified in C.5 and required with the Offeror’s proposal shall not exceed 20-pages.</p> <p>The description of Key Personnel (C.5.8) shall be excluded from this section.</p>

Proposal Volume	Copies	Sections	Maximum Pages and Special Instructions
		Section 3 – Staffing Resumes	Submitted resumes shall not exceed 3-pages. No more than 2 resumes for each skill area (see Section C.5.9, Staffing). The resumes of Key Personnel (see Section C.5.8, Key Personnel) shall be excluded from this section.
Volume IV: Key Personnel	One (1) original, and fifteen (15) hard copies	Section 1: a) Key Personnel Resumes b) Letters of Commitment	a) 3 pages per resume b) Scanned images acceptable. One (1) Letter of Commitment required from each key person and one (1) page limit per letter.
		Section 2: Individual Performance Questionnaire (Attachment L.3)	The Offeror shall mail the Individual Performance Questionnaire (Attachment L.3) directly to the references. In the proposal, provide the list of references with complete contact information. No page limitation.

Proposal Volume	Copies	Sections	Maximum Pages and Special Instructions
Volume V: Option for Replacement System	One (1) original, and fifteen (15) hard copies	The option for a replacement system shall be submitted in one volume, organized as appropriate.	75 page limit
Volume VI: Cost Proposal	One (1) original, and seven (7) hard copies	Section 1: Maintain and Enhance DADS System and Business Operations	No page limitation
		Section 2: Option for Replacement System	No page limitation

L.16.2.1 Submission of Written Proposal Material

Offerors **shall** submit written proposals on CD-ROMs and in hard copy. CD-ROM **shall** be marked clearly. The file naming conventions (defined below) **shall** be used.

Volumes I, II, III, IV and V **shall** be placed on one (1) CD-ROM, while Volume VI **shall** be on a separate CD-ROM. CDs must be readable on an IBM PC-compatible system running Windows XP 2003 or higher.

Each CD-ROM **shall** be clearly labeled, and each label **shall** state the following:

- (1) Offeror's name
- (2) Solicitation number
- (3) Date of the submission
- (4) Proposal volume(s) (name(s), number(s)) contained on the CD-ROM

If more than one CD-ROM is required for a volume, each CD-ROM **shall** be labeled as Disk "x" of "y" (e.g., Disk 1 of 2).

If there are any discrepancies between the electronic version and the hard copy version submitted in response to this solicitation, the hard copy version **shall** take precedence.

L.16.2.2 CD-ROM Submission Requirements and File Naming Conventions

Electronic files **shall** be named in accordance with the following conventions.

Table L.16.2.2-1 CD-ROM Submission Requirements

Volume/ Section	Copies	Format	File Naming Convention
Volume I - V	Six (6) CD-ROMs	Microsoft Word (.doc) <u>and</u> Adobe Acrobat Portable Document Formats (.pdf) - current versions	DADSII Vol X Section Y [Offeror's name]_[date].doc DADSII Vol X Section Y [Offeror's name]_[date].pdf NOTES: Abbreviations are acceptable for Offeror's name, e.g., Dept. of Commerce = DOC X – indicates the appropriate Volume number Y – indicates the appropriate Section number
Volume VI	Six (6) CD-ROMs	Microsoft Word (.doc) <u>and</u> Adobe Acrobat Portable Document Formats (.pdf) and Microsoft Excel formats (.xls) - current versions All spreadsheets must be contained in the same workbook.	DADSII Vol X Sec Y [Offeror's name]_[date].doc DADSII Vol X Sec Y [Offeror's name]_[date].pdf DADSII Vol X Sec Y [Offeror's name]_[date].xls ALL NOTES FROM ABOVE APPLY

L.16.2.3 Written Proposal Formatting Instructions

Offerors **shall** confine their submission to the established page limitations described in this section. Cover letters, title pages, table of contents, list of figures, acronym lists, and compliance matrices are excluded from the page limitations.

Each proposal volume **shall** be bound in a separate three-ring binder of minimum size to contain the material. A binder cover page **shall** be affixed to the outer cover of each volume that clearly identifies each volume with a volume number and name, copy number (i.e., copy 2 of 6), solicitation number, date of submission, and the Offeror's name. This information also **shall** appear on the spine of the binder. Tab indexing **shall** be used to identify all sections within a particular proposal volume. There **shall** be no writing or graphics on the tab index page other than that required for identifying the particular section.

The Offeror's written proposal **shall** be prepared on standard 8.5x11 inch pages. The proposal pages **shall** be numbered, printed on one side only, and bound along the left margin. Each page **shall** have a one-inch margin at the top and the bottom and on each

side. Page numbers, notations of proprietary material, and any other identifying information printed on each page may be included in the margin.

Text **shall** be in Times New Roman, 11 point font; however, text included in figures or graphics in the written proposal may be reduced to 9 point font (Arial or Arial Narrow may also be used for figures or graphics). Table text must maintain 11 point font. Should the Offeror require fold-out pages for graphics, one fold-out page **shall** not exceed 17x11 inches. Fold-outs will be counted as two (2) pages, regardless of size, and subsequent page numbering must be adjusted appropriately.

NOTE: For spreadsheet text in the Cost Volume (Volume VI), any font and size is permitted.

L.16.2.4 Written Proposal Content

The evaluation of the written proposals will be based on the information presented. Therefore, organization, clarity, accuracy of information, relevance, and completeness are of prime importance. The written proposals **shall** be provided in six (6) volumes, as stated in table L.16.2-1 – Proposal Organization Requirements.

L.16.2.5 Volume I: Technical Approach

The Technical Approach Volume **shall** describe the Offeror's proposed approach to meeting the requirements as stated in the Performance Work Statement, Section C.4 - Technical Requirements.

Offerors **shall** include the following sections in Volume I of their written proposal:

- Business Operations – Tabulation
- Business Operations – Dissemination
- DADS Requirements Management
- System Life Cycle Management
- System Engineering and Architecture
- Security

L.16.2.6 Volume II: Similar Experience and Past Performance

Volume II **shall** present evidence of the Offeror's Similar Experiences and Past Performance. Similar Experience reflects whether contractors have performed relevant work, and Past Performance describes how well contractors performed relevant work. -

Offerors **shall** include Section 1 – Similar Experience and Section 2 – Past Performance in Volume II of their written proposals.

L.16.2.6.1 Volume II, Section 1: Similar Experience Project References

Volume II **shall** present evidence of the Offeror's Similar Experience on ten (10) contracts performed in the past five (5) years. Contracts (commercial, Federal, state, local government and foreign governments) of similar work and complexity related to the DADS Program are preferred. If the Offeror has no single contract experience that encompasses all types of experience as outlined in Section C, the Offeror may show relevant experience through a combination of contracts which together show that work

has been accomplished which is consistent in size, scope and complexity with the DADS Program.

The Offeror's documentation of relevant experience **shall** include a description of the specific project that also addresses each project's characteristics, such as size, scope and complexity. Offerors **shall** prioritize Similar Experience submissions in the order of relevance to the DADS Program, i.e., one (1) being the most relevant to ten (10) being the least relevant in the opinion of the Offeror.

Attachment L.1 provides the Similar Experience Template. This template must be used for all Similar Experience projects, and the format may not be modified except to expand boxes to accommodate additional text. The Project Description/Approach portion may not exceed one (1) page; other portions may be expanded at the Offeror's discretion, so long as the total pages for each project reference do not exceed four pages. No additional items beyond the following content may be added to the template.

Template Content

- 1) **Contract Title, Project Name and Contract Number:** Indicate the name of the project as well as the title of the contract, if this differs from the project name. Also provide the contract or order number.
- 2) **Performed By:** Enter the name of the company performing the work. If several companies on the Offeror's team are participating, provide all of the company names.
- 3) **Major Subcontractor(s):** Enter the major Subcontractor(s) assigned to the contract/order, or enter "Not applicable."
- 4) **Agency/Company:** Agency or company for which the work is being performed. If applicable, also supply the name of the division, group, or other organization within the agency/company. If the work has been contracted by one agency but performed for another, list both and clarify their roles.
- 5) **Contracting Officer (CO):** Provide the name, mail address, telephone number, FAX number, and e-mail address for the contract's official Contracting Officer. The Administrative Contracting Officer (ACO) may be substituted for the CO. The Government reserves the right to contact this reference, so Offerors must ensure the current validity of this information.
- 6) **Contracting Officer's Technical Representative (COTR):** Provide the name, mail address, telephone number, FAX number, and e-mail address for the COTR. The Government reserves the right to contact this reference, so Offerors must ensure the current validity of this information.
- 7) **Other Technical Point of Contact (POC):** Provide the name, mail address, telephone number, FAX number, and e-mail address for any additional technical POC from the customer organization who is knowledgeable of the Offeror's performance on this project. The Government reserves the right to contact this reference, so Offerors must ensure the current validity of this information. If the referenced contract is with a non-government organization, provide contracting points of contact here.
- 8) **Period of Performance:** Indicate, by month and year, the start and completion (or "ongoing") dates for the project, contract, or order. State original completion date, and if applicable, revised completion date.

- 9) **Contract Type and Total Value:** Enter the contract's (or order's) type (Cost Plus, Incentive, Award Fee, IDIQ, FFP, T&M, etc.). Enter the original total dollar value of the contract and the current dollar value, if different. If contract type was different for project phases, list all applicable contract types.
- 10) **Product/Service Provided:** If the performing company did not perform all aspects of the project, then state which portion(s) it did perform.
- 11) **Project Description, Approach and Relevancy:**
 - a) Describe the technical and management approach developed and used in the formulation of a solution to the project, including tools and methodologies. This portion should focus on demonstrations of effectiveness in terms of management, technical implementation, and costs.
 - b) Describe the relevancy of this experience to the DADS Program as described in the Performance Work Statement - Section C, what it accomplished, and your role.
- 12) **Awards, Recognitions, and Certifications Received:** List all awards (to include award fees, in chronological order), recognition, and additional contract work (not including no-cost extensions) received on the program. Enter any quality, engineering, or process awards, certifications, and ratings received for the work on this project.
- 13) **Small Business Participation:** Indicate the small business participation goals set for the contract and the extent to which Offerors attained the applicable goals, if the contract required subcontracting goals or plans. If goals or plans were not required, enter "Not Applicable."

L.16.2.6.2 Volume II, Section 2: Past Performance Questionnaire

Offerors **shall** cite up to ten (10) projects for Past Performance. These projects can be the same or different from the similar experience projects. Offerors **shall** contact Past Performance references directly and request that they complete and submit the attached Past Performance Questionnaires to the Government by April 17, 2006. Offerors **shall** request that their references email the Past Performance Questionnaire directly to the Census Bureau at dir.DADS.pmo@census.gov. If email is not available, they may mail the questionnaire to the Government address listed in Section 9 or FAX their references to 301-457-8465.

If an Offeror has not performed a single contract in the last five (5) years that encompasses all requirements of the DADS Program, then the Offeror may submit Past Performance on a combination of contracts that together show that work has been accomplished that is consistent in size, scope and complexity with the DADS Program.

Offerors **shall** submit in a Microsoft Word file by April 17, 2006 their list of respondents from whom the Government is expected to receive Past Performance Questionnaires. This list **shall** be prominently identified and separated from all other volumes. The list of respondents **shall** be submitted in order of relevance to the DADS Program. The Government will provide Offerors with confirmation of received/non-received Past Performance Questionnaires by April 20, 2006 so that Offerors may follow-up with non-received Past Performance Questionnaires. After April 24, 2006, the Government will follow-up with references to help facilitate receipt of non-received Past Performance Questionnaires. Attachment L.2 (Past Performance Questionnaire) provides the questionnaire to be sent to the Offeror's references.

L.16.2.7 Volume III: Program Management**L.16.2.7.1 Volume III: Section 1, Description of Program Management**

The Program Management Volume **shall** describe the Offeror's proposed approach to meeting the requirements as stated in Section C.5 - Program Management, with the exception of C.5.8 - Key Personnel.

L.16.2.7.2 Volume III: Section 2, Program Management Approaches and Plans

The Program Management Approaches and Plans section **shall** include all of the approaches and plans identified in C.5 and required with the Offeror's proposal. The description of Key Personnel C.5.8 **shall** be excluded from this section.

L.16.2.7.3 Volume III, Section 3 – Staffing Resumes

The Contractor **shall** identify and submit with the response to this solicitation, resumes of the initial staff for Phase 1 – Transition Planning (if different from Key Personnel). Submitted resumes **shall** not exceed three (3) pages for each initial staff and **shall** describe skills, experience, and education relevant to Phase 1 – Transition Planning activities. The resumes **shall** contain the following information:

- Years of relevant experience and skill sets in relevant fields;
- Recognition in his/her field;
- Relevant published papers including a full bibliographical reference;
- Possession of degrees and certifications relevant to the proposed work.

The Contractor **shall** submit with the response to this solicitation resumes that are representative of the potential staff that can be quickly made available for Phase 2 – Transition and Phase 3 – Operations. The Contractor **shall** submit two (2) resumes for each Contractor proposed skill area. Submitted resumes **shall** not exceed three (3) pages for each potential staff and **shall** describe skills, experience, and education relevant to Phase 2 – Transition and Phase 3 – Operations activities. The resumes **shall** contain the following information:

- Years of relevant experience and skill sets in relevant fields;
- Recognition in his/her field;
- Relevant published papers including a full bibliographical reference;
- Possession of degrees and certifications relevant to the proposed work;
- Capability to apply innovations in technology.

The resumes of Key Personnel (C.5.8) **shall** be excluded from this section.

L.16.2.8 Volume IV: Key Personnel

Offerors may designate other personnel working on the DADS contract, either from the Prime or their Subcontractor(s), as Key Personnel. While personnel are not required to be cleared by the Government at the time proposals are submitted, Offerors **shall** ensure that all Key Personnel proposed will be able to successfully complete the Government's (HSPD-12) clearance process at contract award. Individuals designated as Key Personnel **shall** submit a completed Government clearance package to the Census Bureau with the Final Proposal Revision. The Census Bureau will provide these packages no later than

fourteen (14) days prior to the Final Proposal Revision due date. Offerors **shall** ensure that all personnel designated as Key Personnel for the DADS contract are introduced in person at the Oral Presentation and Key Personnel **shall** participate in the Oral Presentation. Not all Offerors may be invited to deliver an oral presentation.

L.16.2.8.1 Volume IV, Section 1 – Key Personnel Resumes and Letters of Commitment

Offerors **shall** provide resume summaries for each person designated as key, providing only relevant experience information. Resumes are not to exceed three (3) pages each. However, Offerors are cautioned that the Government is interested in relevant experience only, and should utilize only the space required to convey this information. The resumes **shall** contain the following information:

- Years of relevant experience and skill set in relevant fields;
- Recognition in his/her field;
- Relevant published papers including a full bibliographical reference;
- Possession of degrees and certifications relevant to the proposed work;
- Capability to apply innovations in technology

For personnel to be designated key, Offerors must assure, to the greatest extent possible, availability for the appropriate duration of the contract. Offerors must also indicate that the person(s) will be dedicated full time to the project, or if not, provide an explanation.

Offerors **shall** provide letters of commitment that provides evidence of the corporate intent to commit these Key Personnel in the service of the DADS requirement from the date of contract award through the initial five (5) years of the contract. A letter of commitment **shall** include the name of the person whose resume is provided, and an indication of the percentage of time the employee will be assigned to all phases of this project. In addition, the letter of commitment **shall** certify that the Government **shall** have full accessibility to Key Personnel on demand, as required by the Government. A corporate official and each key person **shall** sign the commitment letters. Letters should be scanned for insertion into the proposal document, and are limited to one (1) page each.

L.16.2.8.2 Volume IV, Section 2 - Individual Performance Questionnaire

Offerors **shall** contact Key Personnel Past Performance references directly and request that they complete and submit the attached Individual Performance Questionnaires to the Government by April 17, 2006. Offerors **shall** request that their references email the individual Past Performance Questionnaire directly to the Census Bureau at dir.DADS.pmo@census.gov. If email is not available, they may mail the questionnaire to the Government address listed in Section 9 or FAX their references to 301-457-8465.

Offerors **shall** submit in a Microsoft Word file by April 17, 2006 their list of respondents from whom the Government is expected to receive Past Performance Questionnaires. This list **shall** be prominently identified and separated from all other volumes. The Government will provide Offerors with confirmation of received/non-received Past Performance Questionnaires by April 20, 2006 so that Offerors may follow-up with the references about the non-received Past Performance Questionnaires. After April 24, 2006, the Government will follow-up with references to help facilitate receipt of non-

received Past Performance Questionnaires. Attachment L.3 (Individual Performance Questionnaire) provides the questionnaire to be sent to the Offeror's references.

L.16.2.9 Volume V: Option for Replacement System

The Option for a Replacement System **shall** address the requirements described in the Performance Work Statement, Section C.6 – Option for Replacement System.

L.16.2.10 Volume VI: Cost Proposal

L.16.2.10.1 Volume VI, Section 1: General Information

The Government will presume that the Offeror's proposals represent their best efforts in responding to the solicitation. Inconsistencies between promised performance and cost or price, **shall** be explained in the proposal. Any inconsistency, if unexplained, may raise a fundamental issue as to the Offeror's understanding of the nature and scope of the work required and of its financial ability to perform the contract. The burden of proof will rest with the Offeror.

The cost proposal is not subject to page limitations; however, Offerors **shall** include only the information that is pertinent to cost/pricing matters.

I. This section shall contain:

- a) A statement as to whether the accounting system of the Offeror and any proposed Teaming Partners is currently deemed adequate by the Defense Contract Audit Agency (DCAA) for determining costs applicable to a "cost plus" contract. The Government desires that the successful Offerors and Teaming Partners have an approved accounting system in place and a statement as to whether or not the accounting system of the Offeror and any proposed Teaming Partners is currently deemed adequate by the Defense Contract Audit Agency (DCAA) for the accumulation of cost in a cost reimbursement contract.
- b) An explanation by Offerors of their labor and burden estimating practices (e.g., how individual rates are established; what makes up the overhead and burden; whether average rates per labor category are utilized; how standard costs/rates, with variances or another generally accepted method, are established; and any deviations from standard estimating system practices existing in the proposal).
- c) Anticipated other direct costs.
- d) Corporate financial statements/information, including any takeover actions, for the last three (3) years.
- e) The average labor and burden rate increases/decreases of Offerors and critical Subcontractors for each of the last three (3) fiscal years (along with supporting rationale for the increase/decrease).
- f) **Prime and Subcontractor Agreements.** Offerors who intend to use teaming agreements in performance of this contract **shall** provide a copy of the agreement. If

proposing a joint venture, Offerors **shall** provide a copy of the joint venture plan/agreement.

g) **Financial Condition and Capability.** Offerors **shall** discuss their current financial status and plans relative to this contract, including information documenting their financial condition and financial capability to conduct a project of the type and magnitude of this contract. This information **shall** be provided at both the corporate level and the lowest level pertinent to the Offeror's financial condition. If the Offeror is a division, subsidiary, or other business affiliate of a firm for which the financial information is submitted, the financial relationship between the parent and affiliate **shall** be clearly described. Include, at a minimum the following information:

1. Name and location of the company and all its divisions, highlighting the division(s) expected to perform the effort.
2. Other pertinent information on financial resources available to the company.
3. Approval of Business Systems
 - i. The Government desires that the successful Offeror have business systems that are currently approved without conditions.
 - ii. Offerors **shall** state whether all of the Offeror's systems requiring Government approval, such as purchasing, estimating, and property administration, are currently approved without condition. If not, Offerors **shall** explain, for each system that has not been approved or has received conditional approval:
 - Why the system is not approved or unconditionally approved.
 - What actions the Offeror has taken to obtain approval.
 - The status of the approval; and,
 - The estimated time frame in which the Offeror expects to receive approval.
 - iii. If the Offeror has developed any specific management procedures or systems expressly for the DADS contract, the Offeror **shall** include a brief discussion in this section of the proposal.

II. Cost Proposal General Instructions

- a) Cost proposals **shall** be fully supported by data adequate to establish the reasonableness of the proposed amount. Offerors **shall** furnish a cost breakdown with supporting data, including a breakdown of direct labor cost estimates by major functional areas, including number of hours and applicable actual hourly rates. The cost proposal **shall** represent the Offeror's best estimate and experience with the functions described in the Performance Work Statement - Section C (as further refined in this Sections L and B). Offerors **shall** prepare a Basis of Estimate (BOE) at minimum to the third level of the CWBS including all associated cost elements. Within the Basis of Estimates (BOE) Offerors **shall** furnish, by CWBS element, a cost breakdown with supporting data. See Performance Work Statement, Section C.5.4 – Work Breakdown Structure and Project Schedule.

- b) While travel, security and bill of materials (BOM) costs **shall** be included within the appropriate BOE(s), Offerors **shall** also provide individual schedules for travel, security, and bill of materials (BOM) costs. However, the travel, security and BOM costs **shall** be rolled up from the BOE to the summary tables. Prices **shall** be rounded to the nearest dollar. All unit prices **shall** be fully discounted billable prices reflecting all discounts. To be considered for award, Offerors **shall** enter the cost data required to complete the summary table. Offerors are expected to establish a reasonable cost relationship between all prices/costs listed in Section B.
- c) The Government may use an Independent Government Cost Estimate (GCE) for determining cost reasonableness, etc. The Offeror's estimated cost (Summary Tables) **shall** include all items to be delivered. Offerors **shall** propose the cost/pricing structure in Section B, and the deliverables in accordance with the Offeror's proposed solution. All data **shall** be proposed as "Not Separately Priced" (NSP), meaning the price is included in the overall cost.
- d) The cost/price proposal **shall** be consistent with and support the other sections of the proposal. All commitments in the technical proposal that affect the Offeror's cost proposal **shall** be discussed and quantified in the cost proposal.
- e) The following instructions are to assist Offerors in developing and presenting information required in support of the cost/price proposal offered, and to limit the amount of cost/price documentation initially submitted. Proper presentation and submission of the requested documentation will assist evaluation of the proposal for cost/price realism and reasonableness.

III. Direct Labor Rates

Offerors **shall** propose a direct labor rate for each labor category required by the Offeror's solution. The direct labor rate **shall** include the estimate of rates required to attract and retain qualified personnel for the base and option years for the proposed award. The proposal **shall** include:

- a) The data upon which the judgment or estimate was made (e.g., company payroll records, salary survey).
- b) A list of the Offeror's skill categories, and a description of the skill requirements for each.
- c) The rates or, if applicable, the rate ranges of the skill categories.

IV. Fringe Benefits

- a) Provide a listing of the fringe benefits proposed.
- b) State the legal requirement or company policy for each fringe benefit proposed and the formula for application. This information must contain the basis for fringe benefit calculations, judgments, or estimates.

V. Overhead and General and Administration (G&A)

Offerors **shall** explain the basis for any corporate labor overhead and general administrative (G&A) charges anticipated. Overhead must be shown separately from G&A. The information **shall** be prepared for each of the Offeror's two (2) previously completed fiscal years and the current fiscal year. Offerors **shall** provide detailed background data identifying the cost elements included in the overhead, G&A, or indirect pool, and a statement that such treatment is in accordance with the Offeror's established accounting practice and represents equitable distribution.

VI. Fee/Profit

Offerors **shall** discuss the amounts and rationale for any proposed fees/profit.

L.16.2.10.1.1 Volume VI: Additional Exhibits

Offerors are encouraged to create any additional non-marketing exhibits that will assist the Government in the evaluation of their cost proposals.

L.16.2.10.1.2 Volume VI: Explanation of Pricing

This section of the Offeror's proposals is designed to provide narrative discussions/explanations of all the assumptions made in developing the proposals and/or to explain the rationale for the structure of the cost proposals. It can be used to provide additional information that may not be found in the appendixes or to discuss innovative techniques employed in the development of the cost proposals. As long as the information contained in the "Explanation of Pricing" is related to the cost proposals, Offerors may provide, as much narrative discussion as they feel is sufficient to support their cost proposal.

L.16.2.10.2 Volume VI: Proposal Submission Instructions

The Cost Proposal **shall** be subdivided into two (2) sections; 1) Section 1 - Maintain and Enhance DADS Systems and Business Operations, and 2) Section 2 - Option for Replacement System. (See Table L.16.2-1 Proposal Organization Requirements, Volume VI – Cost Proposal.) The full cost of the entire proposal is the aggregate total of both sections. In addition the cost proposal **shall** include a summary page containing the cost of both sections (See Section B). All proposed costs for Section 2 - Option for Replacement System **shall** be based on a start date of October 1, 2006.

The copies of Volume VI **shall** be physically separate from other volumes of the proposals. Proposal pages **shall** be numbered. Offerors **shall** ensure that any spreadsheets and narratives are capable of being extracted by the Government, and therefore must be submitted into Microsoft Excel or Adobe Acrobat (.pdf) formats.

L.16.2.10.3 Volume VI, Section 2: Conflict of Interest Avoidance Plan

Offerors **shall** discuss any known potential conflicts with existing efforts being performed under contracts or subcontracts, and **shall** address their plans for mitigating any conflicts of interest. Of critical importance is the Offeror's commitment to the performance of the work required under this contract. Thus, the Offeror **shall** provide brief narrative discussions of how a future conflict would be resolved to ensure there is no interruption of the work.

**ATTACHMENT L.1
SIMILAR EXPERIENCE TEMPLATE**

1) Contract Title, Project Name (Contract Number XXXX)	
2) Performed By:	
3) Major Subcontractor(s):	
4) Agency/Company:	
5) Contracting Officer:	
6) COTR:	
7) Other Technical POC:	
8) Period of Performance:	
9) Contract Type and Total Value:	
10) Product/Service Provided:	
11) Project Description Approach and Relevancy:	
12) Awards, Recognitions, and Certifications Received:	
13) Small Business Participation:	

**ATTACHMENT L.2
PAST PERFORMANCE QUESTIONNAIRE**

PAST PERFORMANCE QUESTIONNAIRE	
Your assistance is requested in support of a source selection	
Please complete this questionnaire and mail or send by fax (301) 457-8465 to:	
Michael L. Palensky, Contracting Officer U.S. Census Bureau 4700 Silver Hill Road, Stop 1700 Washington, DC 20233 Desired Response Date: April 17, 2006	
When complete, the information on this form is SOURCE SELECTION SENSITIVE INFORMATION (41 U.S.C. 423) and shall be protected accordingly.	
TO BE COMPLETED BY CONTRACTOR	
1. CONTRACTOR'S NAME AND ADDRESS	3. CONTRACT NO.
	4. CONTRACT INITIATION DATE
	5. COMPLETION DATE
	6. CONTRACT VALUE \$
2. PROJECT NAME	7. TYPE OF CONTRACT
8. DESCRIPTION OF PROJECT'S KEY CHARACTERISTICS	
Please add a continuation page if additional space is necessary.	
TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE	
9. EVALUATION	
a. EVALUATOR'S NAME, POSITION DURING PROJECT EXECUTION (Project Manager/COR/Other) AND ORGANIZATION	
b. EVALUATOR'S PHONE NUMBER	c. MONTHS PERFORMANCE MONITORED BY EVALUATOR
d. CONTRACTING OFFICER OR EQUIVALENT	e. COTR OR EQUIVALENT
f. OTHER TECHNICAL POCS	
Please check the response code for each topic that best reflects your experience with this contractor: EX = Exceptional VG = Very Good S = Satisfactory MG = Marginal US = Unsatisfactory N/O = Not Observed	

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SOLICITATION NO.
YA132306RP0001

U S C E N S U S B U R E A U

PAST PERFORMANCE QUESTIONNAIRE					
10 Quality of Products and Services- Assess the contractor's conformance to contract requirements.					
EX	VG	S	MG	US	N/O
11. Overall Performance- Assess the contractor's overall performance for the project.					
EX	VG	S	MG	US	N/O
12. Schedule- Assess the timeliness of the contractor against the schedule of activities (as appropriate).					
EX	VG	S	MG	US	N/O
13. Technical Requirements- Assess the contractor's ability and capacity to fulfill the technical requirements of the contract.					
EX	VG	S	MG	US	N/O
14. Cost Control- Assess the contractor's willingness and ability to manage the contract budget and control costs.					
EX	VG	S	MG	US	N/O
15. Subcontracting- Assess the contractor's success at complying with subcontracting goals, if applicable.					
EX	VG	S	MG	US	N/O
16. Customer Satisfaction- Assess the contractor's responsiveness to customer concerns and "user friendliness" in ROUTINE matters.					
EX	VG	S	MG	US	N/O
17. Customer Satisfaction- Assess the contractor's responsiveness to customer concerns and "user friendliness" in UNEXPECTED DIFFICULTIES.					
EX	VG	S	MG	US	N/O
18. Repeat Business- Assess the likelihood that you would want this contractor to perform another contract for you in the near future.					
EX	VG	S	MG	US	N/O
19. List Contractor's Weak Points					
20. List Contractor's Strong Points					
21. List any other projects this contractor has completed for you					
22. If an award fee contract, what was the average award fee % earned?					

**ATTACHMENT L.3
INDIVIDUAL PERFORMANCE QUESTIONNAIRE**

INDIVIDUAL PERFORMANCE QUESTIONNAIRE	
Your assistance is requested in support of a source selection	
Please complete this questionnaire and mail or send by fax (301) 457-8465 to:	
Michael L. Palensky, Contracting Officer U.S. Census Bureau 4700 Silver Hill Road, Stop 1700 Washington, DC 20233 Desired Response Date: April 17, 2006	
When complete, the information on this form is SOURCE SELECTION SENSITIVE INFORMATION (41 U.S.C. 423) and shall be protected accordingly.	
TO BE COMPLETED BY CONTRACTOR	
1. INDIVIDUAL'S NAME, COMPANY AND ADDRESS	3. CONTRACT NO.
	4. CONTRACT INITIATION DATE
	5. COMPLETION DATE
	6. CONTRACT VALUE \$
2. PROJECT NAME	7. TYPE OF CONTRACT
8. DESCRIPTION OF PROJECT'S KEY CHARACTERISTICS	
Please add a continuation page if additional space is necessary.	
TO BE COMPLETED BY EVALUATING ORGANIZATION REPRESENTATIVE	
9. EVALUATION	
a. EVALUATOR'S NAME, POSITION DURING PROJECT EXECUTION (Project Manager/COR/Other) AND ORGANIZATION	
b. EVALUATOR'S PHONE NUMBER	c. MONTHS PERFORMANCE MONITORED BY EVALUATOR
d. CONTRACTING OFFICER OR EQUIVALENT	e. COTR OR EQUIVALENT
f. OTHER TECHNICAL POCS	
Please check the response code for each topic that best reflects your experience with this contractor: EX = Exceptional VG = Very Good S = Satisfactory MG = Marginal US = Unsatisfactory N/O = Not Observed	

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SOLICITATION NO.
YA132306RP0001

U S C E N S U S B U R E A U

INDIVIDUAL PERFORMANCE QUESTIONNAIRE					
10. Quality of Products and Services- Assess the individual's conformance to contract requirements.					
EX	VG	S	MG	US	N/O
11. Overall Performance- Assess the individual's overall performance for the project.					
EX	VG	S	MG	US	N/O
12. Schedule- Assess the timeliness of the individual against the schedule of activities (as appropriate).					
EX	VG	S	MG	US	N/O
13. Technical Requirements- Assess the individual's ability and capacity to fulfill the technical requirements of the contract.					
EX	VG	S	MG	US	N/O
14. Cost Control- Assess the individual's willingness and ability to manage the contract budget and control costs.					
EX	VG	S	MG	US	N/O
15. Subcontracting- Assess the individual's success at complying with subcontracting goals, if applicable.					
EX	VG	S	MG	US	N/O
16. Customer Satisfaction- Assess the individual's responsiveness to customer concerns and "user friendliness" in ROUTINE matters.					
EX	VG	S	MG	US	N/O
17. Customer Satisfaction- Assess the individual's responsiveness to customer concerns and "user friendliness" in UNEXPECTED DIFFICULTIES.					
EX	VG	S	MG	US	N/O
18. Repeat Business- Assess the likelihood that you would want this individual to perform another contract for you in the near future.					
EX	VG	S	MG	US	N/O
19. List Individual's Weak Points					
20. List Individual's Strong Points					
21. List any other projects this individual has completed for you					

[END SECTION L]